

APPROVED NOVEMBER 12, 2008

The meeting was called to order at 7:05 PM by Chairman Charles Kimball. Present were Andy Kohlhofer, Michael Nygren, Rich Violette, Pat Martel, Doug McElroy, Selectman Donald Gates, Jr., Town Administrator Heidi Carlson and Recording Secretary Jeanne Nygren.

At 7:15 PM the Library Trustees John Hennelly, Meredith Patrick, Eric Abney and Barbara Bassett came into present the Library Budget.

Papers were handed out with a better breakdown of the Building Maintenance line and all the items that are taken from that line.

4550 LIBRARY BUDGET 2009 as presented:

1-4550-001 WAGES**\$58,192**

The people who did the new matrix put us on the following Grades: The Trustees and Library Director chose the Steps.

Director		Grade 10 – Step 1
Children's Librarian	Grade	7 - Step 5
Young Adult, Asst.	Grade	4 - Step 10
Aide		Grade 2 - Step 15
Page		Grade 1 - Minimum Wage

We have followed the directions from the Town Hall as nearly as we could, finding a step that as closely as possible matched the current wage and moving up a step.

Nygren asked how many working hours go with these positions. Bassett said the Director works 10 hours a week, the children's librarian 28 ½ hours a week, the young adult librarian works 26 ½ hours a week, the library aide works 14 hours a week and no page at this time but when there is one, the position is about 10 or 11 hours per week. Wage line is up \$4,516.00 in total.

1-4550-002 BOOKS**\$18,000**

This is the same as it has been for the past 6 years.

1-4550-003 OFFICE**\$2,500**

We have eliminated "Crafts" from this line and lowered this amount by \$500. All crafts are rolled into Special Children's Programs.

1-4550-004 SPECIAL CHILDREN'S PROGRAMS**\$2,500**

During the Summer Reading Program, 60 children participated from start to finish (6 weeks), and many more attended the special weekly programs. There were 1621 children's books checked out. We have been asked to include some other special programs at holiday seasons and plan to do so. We have added \$500 to this line. It will also include crafts. (Renamed from the prior title of Summer Reading Program).

Kohlhofer asked what holiday programs are going to be? Bassett said there will be a puppeteer and story hours.

1-4550-005 DUES, PERIODICALS**\$300**

This will include only dues for Trustees to the State Board and our subscriptions to periodicals.

1-4550-050 COMPUTER MAINTENANCE**\$3,300**

Same as last year. This covers monthly tech support for all library computer systems.

1-4550-051 COMPUTER SOFTWARE & SUPPORT**\$1,250**

Annual cost of web site \$500; Possible upgrade \$200; Annual cost of Downloadable Books \$550; from 5/07 through 8/08, our patrons downloaded 682 books from the State Library.) (New line item named for these items).

1-4550-060 NEW EQUIPMENT**\$3,000**

This was included last year at the suggestion of the Budget Committee as our computers are aging. It was thought that we could upgrade one per year (\$2,000). Also includes the purchase of a new, heavier-duty copier this year (\$1,000).

1-4550-101 TELEPHONE**\$900**

Same as last year.

1-4550-102 ELECTRICITY**\$6,000**

Same as last year.

1-4550-103 FURNACE and OIL**\$7,500**

We had no idea what to add here, if anything, and will need advice of Selectmen and Heidi. Carlson provided additional data here.

1-4550-105 BUILDING MAINTENANCE**\$7,000**

We have added \$500 here as we seem always to run over budget and don't have control of this item.

The building maintenance line has been broken down by wages, outdoor maintenance to include sprinkler system and yard maintenance, indoor maintenance to include the alarm system, water system, drinking water and cleaning supplies.

TRIM PAINTING

\$2,000-This will be added as part of the outdoor building maintenance. This has been discussed previously, and was priced out in 2008.

TOTAL REQUEST**\$112,442**

Carlson asked about the school attorney that is coming November 12, 2008 to talk about the para professional contract beginning at 7:30 PM. This is just to explain what the contract is and what it entails. Kohlhofer confirmed this is next week.

McElroy asked what was left in the Town's budget to come to the Budget Committee. Carlson said Executive, Personnel Administration, Government Building, and Vendor payments. Carlson passed out information for the Budget Committee to have to look over before going through this budget next week. Also any warrant articles need to be reviewed. Martel asked if Janvrin is redoing the wage portion of his budget. Carlson said he was and there is an approximate \$1,500.00 increase difference.

Carlson asked when does the Budget Committee want to make recommendations on the Town budget. She will also post the December 3rd Budget Meeting. Carlson also handed out the trending report for October to the Budget Committee.

Some other topics briefly discussed were the energy switches in the safety complex cost is about \$600.00. Repair work out to bid to paint the doors at the complex and fix the rotting posts. The Town Hall renovation bids are out for down stairs. After review of the duct cleaning proposals that came in for the three buildings and the unexpected cost of \$3,200.00 after septic pump went at the Complex, that they couldn't do the duct cleaning this year on the three buildings and if any money left may be able to do one building. Carlson asked if there were any other questions on these reports. There was some further discussion (Q&A) on the October expense report and October trending report.

A motion to approve the minutes of October 29, 2008 meeting was made by Violette, seconded by McElroy. The vote was unanimously approved 7-0.

Carlson asked if there were any follow up questions on the data last week that was handed out. There were none. Carlson will send an email to Peg Pinkham on the upcoming dates for the school budget presentation.

The proposal for mosquito control for this year for 2009 came in 2.5% high than last year at \$49,550.00. This is the same plan and company we have used in the past. This will go on as a warrant for the Town to vote.

Some additional back up information from the Fire Department was also passed out by Carlson on the Capital Reserve article for a fire truck. Carlson said that Janvrin met with the Selectmen last week on a discussion to set aside funds for future animal control vehicle. He was looking into getting a used van for about \$2000.00 and if he had money at the end of the year he might purchase this through his budget.

In regards to the Vendor Payments to Social Service Agencies, Carlson said a couple of vendors went up; one was Richie McFarland that went up because of the number of children that were provided services. A Safe Place went up substantially due to an increase in domestic violence cases served. RSVP went up and SPCA went up but this is a good spend because we don't need to use a local kennel costs as they take any stray animal. Rockingham County CAP was used by the Welfare Director quite a bit this year.

Kimball asked if the Selectmen are included in the matrix which Gates said they were not. Kimball thinks they are underpaid and maybe this should be looked at.

With no other business at hand, a motion to adjourn the meeting was made by Kohlhofer, seconded by Nygren. The meeting ended at 8:30 PM.

Respectfully submitted by,

Jeanne Nygren
Recording Secretary